

NAWCWDINST 12400.1  
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NAWCWD INSTRUCTION 12400.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: FELLOW PROGRAM

Ref: (a) R&EInst 5357.1 of 8 Mar 00

Encl: (1) Guidelines, Definitions, Restrictions, and Limitations  
(2) Recognition and Responsibilities  
(3) Nomination/Selection Procedures

1. Purpose. To issue policies and procedures for the Naval Air Warfare Center Weapons Division (NAWCWD) Fellow Program in keeping with reference (a), and delegate authority for administration of the program. This program complements the Naval Air Systems Command Research and Engineering Fellows Program.

2. Cancellation. NAWCWPNSINST 12400.1A.

3. Policy. A major factor in the success of NAWCWD is the innovative talent of our senior level members of the technical community. The NAWCWD policy is to provide, through the Fellow Program, formal peer recognition for those individuals who make continued and outstanding technical contributions.

4. Eligibility. Technical employees of NAWCWD engaged in research, development, test, and evaluation; production process development; quality control; or other technically sophisticated activities who meet the criteria are eligible for nomination to the Fellow Program (restrictions and limitations are outlined in enclosure (1)).

5. Levels of Recognition. Detailed guidelines and definitions are contained in enclosure (1). Additional forms of recognition and responsibilities of those inducted into the Fellow Program are outlined in enclosure (2). Formal levels of recognition in the Fellow Program are summarized, in ascending order, as follows:

a. Fellow. A Fellow is recognized as a leading expert in a field and will have made identifiable technical contributions critical to the success of NAWCWD programs. Patent or publication activity and recognition of capability by the technical community outside of NAWCWD is typical.

b. Senior Fellow. A Senior Fellow will have clearly extended the state-of-the-art in a field and made sustained, wide-ranging, and crucial contributions to NAWCWD programs. Patent or

publication activity and recognition by the technical community outside of NAWCWD is expected.

c. Distinguished Fellow. A Distinguished Fellow will have made pioneering developments in one or more technical fields of direct benefit to NAWCWD, and is a nationally/internationally recognized expert. Significant patent or publication activity is expected.

6. Committees

a. Fellow Program Committee will consist of the chairpersons and co-chairpersons of the Fellow Selection Committee and is responsible for:

(1) Administering the Fellow Program and coordinating schedules as described in enclosure (3).

(2) Defining the forms of recognition and the responsibilities associated with induction into the Fellow Program.

(3) Defining peer-group techniques for nominating and selecting inductees.

(4) Overseeing the selection processes for Fellows.

(5) Preparing the annual NAWCWD Fellow Directory. A single directory is published listing all NAWCWD Fellows.

(6) Preparing articles, plaques, name plates, etc., as required for Fellow Program recognition.

b. Fellow Selection Committee. The committee is comprised of the chairpersons from the individual technical staff selection committees. The Fellow Selection Committee will choose, from among its current members, a chairperson for the following year who is a nonvoting member. The current chairperson will serve as co-chairperson the following year to maintain continuity. The co-chairperson will also be a nonvoting member and serve as advisor and assistant to the chairperson. Specific responsibilities of the Fellow Selection Committee include:

(1) Defining the limitations imposed on those highly skilled technical contributors who also function as line managers (see enclosure (1)).

(2) Verifying the candidate's technical impact on NAWCWD, the significance of patents and publications, and the extent of technical recognition outside of NAWCWD.

(3) Reviewing nominations submitted by the Division Technical Staff Selection Committees.

(4) Consulting an independent (non-NAWCWD) authority in the candidate's field when the committee cannot resolve questions as to a candidate's qualifications.

(5) Making known the existence of the Fellow Program to all NAWCWD employees.

c. Technical Staff Selection Committees. Each Level 2 department organization will choose one member from each Level 3 organization to serve on that department's Technical Staff Selection Committee. Each member will serve a 3-year term (with terms offset so that continuity of experience is maintained). No member can serve consecutive terms. Nomination and selection procedures are given in enclosure (3). The Level 2 Department Head is responsible for selecting a chairperson who will serve for 1 year. The committee members are responsible for:

(1) Reviewing nominations made to the Fellow Program from their respective organizations.

(2) Forwarding recommendations to the Fellow Selection Committee via their respective Level 2 managers.

7. Directive Responsibility. The Executive Director, Code 00B000D, is responsible for keeping this instruction current.

/s/  
R. B. Orms

## GUIDELINES, DEFINITIONS, RESTRICTIONS, AND LIMITATIONS

1. Selection Guidelines and Definitions. The following guidelines are intended to be used as indicators rather than rigid criteria. The limitations apply independently to each Fellow Selection Committee.

a. Fellow. A Fellow will exhibit a thorough mastery of a specialty. A Fellow, as a scientist, typically is recognized as a leading expert in the field and has achieved recognition outside the Naval Air Warfare Center Weapons Division (NAWCWD) by publishing several high quality papers during his or her career at NAWCWD. As an engineer or other technologist, typically a Fellow has a number of original key contributions, making the difference between success and failure of major NAWCWD projects. These contributions clearly are attributable to the Fellow and, by their nature, expected from only a skilled professional practicing the specialty. Technical activity could also be reflected by a number of important patents or publications.

b. Senior Fellow. A Senior Fellow will significantly extend the state-of-the-art in a specialty and is widely recognized in a broader field than required for a Fellow (e.g., information systems, low temperature physics, electro-optics, analytical chemistry, solid-state devices, integrated circuit technology, radar, etc.). A Senior Fellow, as a scientist, typically is published widely in recognized scientific journals during his or her career at NAWCWD, and is nationally recognized as a leader in that field. As an engineer or other technologist, typically a Senior Fellow has made a number of key contributions governing the difference between success and failure of high impact NAWCWD projects. These contributions clearly are attributable to the Senior Fellow and, by their nature, expected from only the most skilled professional practicing the specialty. Technical activity could also be reflected by many important patents or publications.

c. Distinguished Fellow. A Distinguished Fellow will significantly extend the state-of-the-art in one or more specialized fields or in a scientific discipline, and is widely recognized as an expert in the area of work. A Distinguished Fellow, as a scientist, typically is responsible for major scientific and technical achievements during his or her career at NAWCWD, and this work would have documented worldwide recognition. As an engineer or technologist, he or she has made contributions resulting in a major impact on NAWCWD systems, and activities normally are reflected in significant patents or publications.

2. Restrictions and Limitations. The Fellow Program provides formal peer recognition for those individuals who make continued and outstanding original contributions to the technical success of NAWCWD. Technical employees who meet the criteria are eligible for this recognition. To maintain its unique distinction, only a limited fraction of the technical popula-

tion are designated. The following guidelines are not meant as rigid criteria and can be modified by the administering authority.

- a. The number of Fellows should not exceed 3 percent of the total technical population. Nominees should have contributed to the technical success of NAWCWD programs for a minimum of 12 years.
- b. The number of Senior Fellows should not exceed 0.75 percent of the total technical population. Nominees should have contributed to the technical success of NAWCWD programs for a minimum of 17 years.
- c. The number of Distinguished Fellows should not exceed 0.25 percent of the total technical population. Nominees should have contributed to the technical success of NAWCWD programs for a minimum of 20 years.
- d. The length of time an individual has contributed to NAWCWD programs includes the time the individual has contributed to programs at any of the facilities consolidated under NAWCWD.
- e. Because the Fellow Program recognizes continued significant direct technical contributions by its members, few line managers (branch head and above) are expected to qualify. Line managers who are selected to one of the three Fellow Program levels are given emeritus status and cannot sit on any Fellow Program selection committees. Inductees who are section heads and technical program managers are considered members in full. Inductees who become line managers (branch head and above) are given emeritus status. All Fellows become Fellows Emeritus on retirement.
- f. Distinguished Fellows are “members for life” and have full Fellow Program privileges independent of their current technical/managerial positions.

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## RECOGNITION AND RESPONSIBILITIES

### 1. Forms of Recognition

a. In recognition of their status as the Naval Air Warfare Center Weapons Division (NAWCWD) technical leaders, Fellows will:

- (1) Receive a plaque signifying their selection.
- (2) Have their names and areas of expertise included in the annual NAWCWD Fellow Directory.

b. Fellows can obtain desk name plates, business cards, etc., signifying their title (Fellow, Senior Fellow, or Distinguished Fellow) at their own expense.

c. In allocating independent research (IR) and independent exploratory development (IED) funds, one of the factors considered is whether the principal investigator is a Fellow.

d. In evaluating candidates for long-term training, one of the factors considered is whether the candidate is a Fellow.

2. Duties and Responsibilities. As recognized leaders of the technical community, all designees are responsible for maintaining the capability, technical image, and morale of NAWCWD. This is accomplished by, however, is not limited to:

a. Involvement in promoting activities for increased technical productivity, training, patent and publication awareness, etc.

b. Involvement in the review of appropriate IED and IR proposals, and bids and proposals (B&P) as technical experts.

c. Contribution to internal and external technical publications.

d. Nomination of candidates for Fellows.

e. Performance as technical role models for other technologies to follow.

f. Membership on appropriate technical boards or committees.

Those who have made outstanding technical contributions are encouraged to communicate their technical knowledge as a legacy that can be used by other scientists, engineers, mathematicians, and technologies.

## NOMINATION/SELECTION PROCEDURES

1. Technical employees who meet the criteria and are engaged in research, development, test, and evaluation; production process development; quality control; or other technically sophisticated activities are eligible for nomination to the Fellow Program.

2. Naval Air Warfare Center Weapons Division (NAWCWD) employees can submit nominations and necessary documentation of technical contributions, publications, patents, etc., to a Division Technical Staff Selection Committee.

a. The Technical Staff Selection Committee will select candidates for Fellows, Senior Fellows, and Distinguished Fellows by a majority vote and submit the names to their division head for comment. (If no Technical Staff Selection Committee exists, submit nominations directly to a Fellow Selection Committee via the nominee's Level 2 Department Head.) If no local Fellow Selection Committee exists, submit nominations to the Fellow Program Committee via the nominee's Level 2 Department Head.

b. The nominee's Level 2 Department Head will submit the candidates' names and documentation to the Fellow Selection Committee. The Fellow Selection Committee will verify the candidates' technical impact to NAWCWD, the significance of patents/publications, and the extent of technical recognition outside NAWCWD. If there are questions as to a candidate's technical qualifications that the Fellow Selection Committee cannot resolve, an independent (non-NAWCWD) authority in the candidate's field will be consulted for technically oriented comments.

c. All Fellows (excluding emeritus members) will vote on the candidates, with a majority vote needed for induction.

d. The Fellow Selection Committee will present the names of the inductees to the Executive Director, Code 00B000D, for publication.

3. The nomination/selection process normally is accomplished during the months of February and March. The Fellow Program Committee will coordinate schedules to ensure the call for nominations and the awards presentations take place at approximately the same time at all sites. In special cases, the selection is accomplished at other times with approval by the Executive Director.